

**City of Franklin, New Hampshire**  
**ID Badge Policy**  
**Effective September 2013**

**Purpose**

The City recognizes the need for picture identification badges to identify City employees and other individuals that represent the City in public. The identification badge is professional, official and identifies employees to the public. In addition, identification badges will allow employees appropriate access to the City in an emergency situation. Finally, the ID badge will also serve as a proximity reader for time clocks in order to record time worked for payroll purposes in the Municipal Services and Parks & Recreation departments. Other departments may use ID badges for payroll record keeping in the future.

**Policy**

City identification badge system is administered by the City Finance Office.

All City identification (ID) badges are the property of the City of Franklin and may not be reproduced. ID badges must be returned to the City Finance Office upon termination of employment.

ID badges are for active employee use only. Employees may not "loan" their ID badge to anyone for any reason.

Employees are responsible for the safe keeping of their ID badge. Lost ID badges must be reported to your supervisor within 24 hours. Employees will be given one replacement badge free of charge. There is a \$5 reissue fee for additional lost ID badges. ID badges that are worn out or broken as a result of working environment and/or age will be replaced free of charge. Employees must turn in the worn out or broken badge at the time of replacement.

ID badges must remain free of decoration. ID Badges may not be tampered with or defaced in any way.

ID badges must be worn at all times when an employee is on duty and/or representing the City of Franklin. Exceptions are **uniformed** safety (police & fire) personnel, investigative and undercover officers and instances where it would unsafe or inappropriate to do so. Unsafe and inappropriate instances will be determined by the employee's department head. Employees who forget their ID badge may be sent home by their supervisor to retrieve it. In this instance, the employee's department head may use their discretion on whether or not to require the employee to make up time missed, consider the time missed unpaid leave or allow the usage of accrued vacation time for the time the employee spent retrieving their badge. In rare instances, employees may use a temporary/visitor badge from the Finance Office.

Badges must be worn above the waist on a City provided breakaway lanyard or clip. Usage of a breakaway lanyard or clip is at the discretion of the individual department head based on safety concerns. Custom lanyards and clips purchased at the employee's expense must be approved by the employee's department head prior to use.

Employees who abuse this policy may be subject to discipline up to and including termination.

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My signature below indicates that I have received this policy and acknowledges that it is my responsibility to read, understand and comply with this policy. I understand that any questions I may have regarding this policy will be answered by my department head or City Finance Office.

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Signature

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Date

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Printed Name